

POSITION DESCRIPTION

POSITION: EMS First Responder

POSTING DATE:11-23-16

LOCATION: Stockbridge Munsee Community

CLOSING DATE: 12-8-16

SALARY: \$5.54/ hr.-per scheduled time \$5.54 per calls

Reports to: Emergency Services Coordinator **Department:** Public Safety **Division:** Public Safety

GENERAL DESCRIPTION: The Stockbridge-Munsee Emergency Medical Services (EMS) First Responder is a recognized member of the health care team. The Stockbridge-Munsee EMS First Responder can be utilized on an ambulance when the need arises and can function as a member of an ambulance team. Must be a team player with the ability to work within a team setting.

DUTIES AND RESPONSIBILITIES:

1. Responds to all emergency calls when directed to respond by radio/ pager.
2. Will be responding to Lifeline calls in a non-emergent mode unless instructed otherwise.
3. Will request addition personnel when responding to emergencies, which he/she believes the call, will require additional personnel. (e.g., fire, obese patients, multiple patients).
4. Administers emergency care in life threatening situations, secures the scene and moves the patient away from danger.
5. Relinquishes charge of patient to an Emergency Medical Technician (EMT) upon the EMT's arrival on the scene.
6. Assists EMT's as directed.
7. When requested by the ambulance, will accompany the EMT and patient to hospital via ambulance.
8. Assists the EMT with routine clean up and restocking after the ambulance call, as directed.
9. Maintains all equipment assigned to him/her by the Stockbridge-Munsee Emergency Medical Service (uniforms, trauma kits, etc.).
10. Assists the Emergency Services Coordinator with public education when requested to do so.
11. Will hand in written run sheets complete with all information filled in, on a timely basis and any other reports with Stockbridge-Munsee EMS Department.
12. Must maintain an acceptable departmental attendance record.
13. Must be reliable and prompt when reporting to work.
14. Required to attend job related, in-service, meetings, and training to maintain professional and technical knowledge.
15. Must adhere to tribal law and other applicable laws as well as tribal personnel policies and procedures.
16. May be required to satisfactorily complete an exam or other testing requirement(s) to determine skill proficiency.

17. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Must be able to lift 75 pounds on a frequent basis.
3. Must provide evidence of successful completion of an Approved EMS training program.
4. Must maintain certification in basic cardiac life support (CPR).
5. Must participate in periodic First Responder/EMT refresher courses to maintain skill level.
6. Will be expected to learn new skills, as they become allowable for First Responders or EMT (defibrillation, combi-tube, glucagons, etc).
7. Must be able to lift heavy objects, stretch and bend for long periods.
8. Must be physically able to perform duties.
9. Must be dependable.
10. Must be able to maintain confidentiality.
11. Must be willing to obligate scheduled call time including nights, weekends and holidays on a monthly basis.
12. Must be conscious of good personal hygiene and outer appearance, so as to maintain a professional image.
13. Must submit and pass a background security check to meet the Elder/Youth License Requirement as it pertains to the position and the location of the department prior to and during the course of employment with the Stockbridge-Munsee Community.
14. Must be willing to attend all applicable training.
15. Must pass pre-employment drug and health screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
16. Must be eligible for coverage under the employer's liability insurance.
17. Must have demonstrated ability to maintain satisfactory working record in any prior or current employment.
18. Must be able to meet physical requirements of position.
19. Must have a valid driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin driver's license within 30 days of employment if applicant has an out-of-state driver's license. Must meet and maintain the eligibility to operate a personal or tribal vehicle under the driver acceptability guidelines as established by Mohican Nation Insurance.

20. Must abide by departmental and organizational safety, testing, and uniform guidelines.
21. Must be able to remain in the service area when scheduled on call.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

1. This position requires a lot of sitting with occasionally stoop, kneel, crouch, and lift and/or move up to seventy-five (75) pounds.
2. Evening and/or weekend is required. Extended hours and irregular shifts may be required.
3. Work environment requires excellent personal hygiene due to working in close proximity to others and in an enclosed area.
4. A Tuberculosis (TB) Screening and/or TB Skin Test may be required.

SUBMIT APPLICATION TO: Stockbridge Munsee Community
Human Resources Department
N8705 MohHeConNuck Rd.
PO Box 70
Bowler WI 54416-0070

WE ARE A DRUG FREE EMPLOYER
CANDIDATES MUST PASS DRUG SCREEN
AND REMAIN DRUG FREE

The Stockbridge Munsee Community operates as an equal opportunity employer
Exception: Indian Preference is given in accordance with the Tribal Employment
Preference Ordinance.

Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.

New Position:		Tribal Council Approved:	
Revised Position:	04/01/01	Tribal Council Approved:	04/17/01
Revised Position:	06-1-05	Tribal Council Approved:	9-2-05